

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF SELECTMEN
NOVEMBER 6, 2013**

Present: First Selectman Edward G. McAnaney (arrived at 7:55), Joanne Sullivan, Eileen Moncrief, Brian Fitzgerald and Timothy Reynolds. Also in attendance was Mike Thibedeau, Captain of Suffield Fire Dept. Selectman Reynolds called the meeting to order at 7:32 p.m.

Minutes: Selectman Moncrief questioned the closing date noted in the minutes regarding applications for the Human Resource Director position. It was verified that October 11th was the correct closing date. Selectman Moncrief made a motion to accept the October 16, 2013 minutes of the regular meeting of the Board of Selectmen as presented. Vote 4-0 in favor.

Public Comment: None

Tax Rebates:

Selectman Fitzgerald made a motion to approve the tax rebates as recommended by the Tax Collector and printed on the agenda Bartus, Joseph, \$88.43; Doran, James, \$38.44; Honda Lease Trust, \$115.84; Honda Lease Trust, \$26.49; Medwid, Stephen, \$27.68; Miller James or Jeanette, \$16.33; Schnabel, William, \$9.95; Swartz, Brian, \$34.11; Swartz, Brian, \$16.41; Wheels LT, \$235.12; Wheels LT, \$107.74; Wheels LT \$227.90; Sparrow, Michael, \$41.69; GMAC, \$81.10, **TOTAL: \$1,067.23.** Vote 4-0 in favor.

Presentation and possible approval to erect a permanent sign in front of Station 1.

Mike Thibedeau, Captain of the Suffield Department introduced Ethan Newsome, a junior at Suffield High School. Ethan is a member of Boy Scout Troop 66 who was in attendance to present his proposed Eagle Scout project. Captain Thibedeau noted that Ethan has grown up in the Fire house as his mother has been an active member for many years. Ethan's proposal is to create a permanent sign at Fire Station 1 that will be used as an announcement board similar to those at the schools. It would be constructed of brick with a wooden roof. The sign would be solar powered and would have removable letters. It would be used for notice of departmental events and public service announcements. Ethan provided sketches and photographs of his plans. The question was raised about future maintenance and the Fire Department has agreed to assume responsibility. The cost of construction will be covered by donations and fundraisers as part of Mr. Newsome's project. The Selectmen noted that Ethan would need additional approvals from Zoning and Planning, and the Historic District Commission. Selectman Moncrief made a motion to thank Ethan for his proposal and accept the proposal as the first step in erecting a permanent sign at Fire Station 1. Vote 4-0 in favor. The Selectmen thanked Ethan and look forward to his Eagle Scout project.

Approval – use of insurance funds to start heat at Bridge Street School

The Selectmen read the memo from John Cloonan, Director of Public Works which explained two options for heat. The building temperature thermostats will be set at 50 degrees in a lock box.

Option 1 was to install a new gas burner on the 50+ year old existing boiler. This would include repairing leaks in the heating loop; relining the chimney flue with stainless steel vent pipe; abating the asbestos around the boiler; repairing the electrical service around the boiler. This option will cost \$28,200 including 20% contingency. The memo noted that the boiler is beyond its life expectancy.

Option 2 was to install 3 new Modine natural gas direct vent units that would be mounted in the interior entranceways and exhausted outside. This option will cost \$18452.50 including 10% contingency.

The memo also states that the insurance claim was for \$66,451.24; any remaining balance would be used for gutter repair, some drainage and fuel. The DPW also requested \$4,900 to be transferred to the DPW fuel item line (61001-50624) from the insurance claim.

Discussions followed. First Selectman McAnaney arrived at 7:55 p.m and joined the discussion. Selectman Sullivan made a motion to recommend option 2 to the Board of Finance for Bridge Street School stabilization. Vote 5-0 in favor. It was noted that the transfer request was written in option 2 and was part of the motion.

Selectman's Update

Resignation of Library Director, Jim McShane

The First Selectman mentioned that he has received Jim McShane's resignation effective December 13, 2013. Mr. McShane will be moving to South Dakota to take a position there. The Town is working on an updated job description. There was discussion about the role of the Town and the Library Commission in the hiring process. A meeting will be scheduled to discuss the process.

Update on IT Storage and Virtualization Project

First Selectman McAnaney reported that an addendum has been added to the contract with Daymark for Virtualization of the Town's computer system and is being negotiated between both parties. He noted that Michael Stevens, Chairman of the Advisory Commission on Capital Expenditures (ACCE) has reviewed the contract along with the addendum and is satisfied with the project. Selectman Moncrief inquired on the timeline and Mr. McAnaney responded that the contract should be signed this week and the project should be implemented by the end of the calendar year.

Update on search for Human Resource Director.

The Human Resource Director position was been posted and applications were accepted through October 11th. Over 40 resumes were received. Windsor Locks HR Director Shannon Walker, who now is consulting part-time for Suffield has reviewed the

applications and has found qualified candidates. The First Selectman plans to create a panel to interview 5 – 7 candidates. Selectman Fitzgerald spoke about the possibility of combining the Town and school Human Resource positions. Selectman Fitzgerald noted that the Board of Education may be sensitive to hiring and management of their certified personnel but perhaps the Town could take care of their non-certified personnel. The First Selectman is having discussions with Blum Shapiro consultants on this topic and says other towns have done this successfully. Selectman Moncrief noted that there have been white papers written on this topic from CT Council of Small Towns (COST) and CT Council of Municipalities (CCM). The First Selectman noted that back office functions have also been the topic of Capital Region Council of Governments (CRCOG) meetings.

First Selectman McAnaney wanted to publicly thank Eileen Moncrief for her many years of public service and especially as a member of the Board of Selectmen.

Selectman Reynolds made a motion to adjourn to Executive Session for the purpose of Union Negotiations. Vote 5-0 in favor.

Executive Session convened at 8:17 p.m. and adjourned at 8:35 p.m.

There being no further business, Selectman Reynolds moved that the meeting adjourn. Vote 5-0 in favor. Meeting was adjourned at 8:35 p.m.

Next Board of Selectmen Meeting will be Wednesday, November 20, 2013.

Lisa Trase
Recording Secretary